

Faculty-Led Study Abroad Program Support

We are pleased that you are thinking of leading a Faculty-Led Study Abroad Program (FSAP)! You will find that this will be a truly transformational experience for your students and for you. We look forward to working with you!

The International Programs Office is charged by the University of Idaho with oversight of all FSAPs. This means that we are responsible for assisting you in the development, and facilitation, of FSAPs, and acting as the university liaison for emergencies and student issues. We are also responsible to ensure, as much as possible, that all UI FSAPs are held in safe areas of the world, that students receive uniform pre-departure preparation, and that the UI has pertinent information on participating students and faculty including emergency contacts, insurance coverage, and medical history.

FSAP Proposal Deadlines:

This proposal, once signed by your Department Chair, College Dean and the IPO office, is the **official approval** by the University of Idaho of your FSAP. Without this approval, you are not covered by the University of Idaho and you open yourself up to a tremendous amount of liability. If you have any questions or concerns, please feel free to contact us.

Preferred Deadlines

Summer:	June 1 of prior year
Fall Break:	September 1 of prior year
Spring Break:	January 1 of prior year
Winter Break:	January 1 of prior year

Planning Questions to Consider:

Why do I want to lead a FSAP? Why do I want to go to this particular country?

Why is it important for this course to take place in the host country?

When do I want to offer the course and for what length?

- Keep in mind that students applying for financial aid in the summer need to take a total of 6 credits. You should consider making your course worth 6 credits or plan your trip within the first or second summer session, so students can take credits in the opposite session.

Do I have enough time to adequately prepare for and plan a FSAP?

Do I want this to be a recurring FSAP or is this a one-time experience?

Who will plan the logistical details of my program? Will I do this or will I get help from an outside program provider?

Will I develop a new course for the FSAP? Will I adjust an existing course to fit into this program?

How will I promote my program?

What students will be eligible for this program? How many students will I be able to manage?

Is this location safe? How will I handle an emergency?

Is a visa or other paperwork required to get into the country?

Do I feel comfortable being responsible for the students on my program?

Please find the Faculty-Led Study Abroad Program Manual at: www.uidaho.edu/ipo/ui_fac_staff/teach_abroad.html

Faculty Leader Program Planning Details and Breakdown

Per-Student Application Fee: \$200

IPO Services

1. Provide and collect applications and mandatory pre-departure forms for all students and communicate with them directly regarding these things.
2. Provide an FSAP-specific pre-departure student orientation.
3. Assist in program promotion (post program information submitted by department on IPO web page and send to international list-serve, provide program flyer template).
4. Provide department with Program-Specific Manual template.
5. Provide advising for budget and student program fee creation.
6. Provide advising and oversight for risk management of program.
7. Provide advising and support for contract of services/classroom space.
8. University liaison for emergencies, issues.
9. Submit and collect program evaluations and provide copies to department.
10. Manage program Y budget:
 - a. Bill students' accounts for program fees.
 - b. Ensure with Budget Office and College that percentage of per-credit fees is transferred to Y budget.
 - c. Determine how providers can be paid (ie. intl. wire transfers, departmental purchasing cards, or foreign currency bank drafts).
 - d. Pay providers prior to program start date
 - e. Create Travel Authorizations and request Travel Advances at least four weeks prior to departure.
 - f. Submit Travel Advance Reconciliation/Reimbursements no more than two weeks after program end date.

Departmental/Faculty Responsibilities

1. Research site, including potential safety and health issues.
2. Complete and turn in FSAP Proposal to Dept. Chair, Dean, and IPO.
3. Work directly with program provider/contacts abroad to organize all program details including but not limited to: accommodation, meals, transportation, excursions, academic course, program itinerary, pre-departure, site-specific, or cultural preparation and copy IPO on all correspondence.
4. Develop program budget with IPO. NOTE: There is a 10% university tax (G&A) on all Y budget funds. This should be taken into account when creating student program fee and program budget.
5. Together with IPO, estimate program cost per student.
6. Promote program in department, classrooms, Study Abroad Fair, etc.
 - a. Create program flyer using IPO template.
 - b. Create program application form.
 - c. Submit information to IPO for website and international list-serve.
7. Purchase student/program leader airline tickets or give students/leaders specific instructions regarding date, time, and place to meet and allow them to purchase own airline tickets.
8. Communicate all program details, requests and information, including passport application requirements, to students.
9. Create Program-Specific Manual using IPO template and give copy to IPO.
10. Provide IPO with a detailed program itinerary including contact information.
11. Open courses through the Registrar's Office.
12. In cooperation with college Dean's office and the Budget office, assign an X and a Y budget for program.
13. Manage program X budget:
 - a. Ensure with the Budget Office that percentage of per-credit fees is transferred to X budget.
 - b. Check with Department Chair concerning FSAP faculty salary policies.
14. Submit any contracts for classroom space or services to IPO before signing.
15. Once contracts are finalized and signed, submit copies to IPO.
16. Sign-up for insurance through Risk Management (faculty leaders).
17. Research appropriate student/faculty visa and disseminate information.
18. Submit program receipts/reimbursement check with explanations/ translations to IPO for Travel Advance reconciliation no later than one week after program end date.